**Note:**

1. Please make sure you complete this Report related to each meeting for your Practical Project – Iteration 1 below.

2. Once completed, convert this content to readme.md (GitHub).

Practical Project - Iteration 1

Group Meeting Report

|  |  |
| --- | --- |
| Notice of Meeting and Agenda | 22/03/20246.00 pmOnline Meeting via Discord |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Sponsor: | Noor Alani | Name of Group: | Freeza |
| Group Lead: | Romaine | Note taker: | Romaine |
| **Attendees:** | Romaine, Bren, Sukh | | |
| **Absent:** | - | | |
| **Please bring:** | - | | |
| **Agenda items:** | 1. Persona Profiles completed / reviewed. 2. Start work on Progress Report | | |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item 1: | Persona Profiles | Presenter: | Enter presenter here |

#### Discussion:

Submit and review each other’s Persona Profiles to ensure they are following Iteration requirements.

#### Conclusions:

Persona Profiles reviewed and completed.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * - | - | - |

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| Agenda Item 2: | Start work on Progress Report | Presenter: | Romaine |

#### Discussion:

Group to discuss how to fill Progress Report.

#### Conclusions:

Group to come up with small paragraph on their thoughts about the team and who has contributed what. And to say whether or not they would like to continue as a team or split and continue individually.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Write about team’s progress and contributions | Romaine, Bren, Sukh | 24/03/2024 |
| * Think about staying as group or leaving | Romaine, Bren, Sukh | 24/03/2024 |

# Other Information

#### Date of next meeting:

24/03/2024